

**FY 2002 AFFIRMATIVE EMPLOYMENT PROGRAM**

**ACCOMPLISHMENT REPORT**

***AND***

**FY 2003 AFFIRMATIVE EMPLOYMENT PROGRAM**

**PLAN UPDATE**

***FOR***

**MINORITIES AND WOMEN**



**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
(NOAA)**

**U.S. DEPARTMENT OF COMMERCE**

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- \* WORK FORCE ANALYSIS**
  - \* ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**
  - \* NOTEWORTHY ACTIVITIES/INITIATIVES**
  - \* NUMERICAL OBJECTIVES**
- 

National Oceanic and Atmospheric Administration (NOAA)  
United States Department of Commerce

**NAME OF ORGANIZATION**

Herbert C. Hoover Building, 14th & Constitution Avenue, N.W. Washington, DC 20230

**ADDRESS OF ORGANIZATION**

**ORGANIZATIONAL LEVEL:** AGENCY\_\_\_ MOC X REGION\_\_\_  
COMMAND\_\_\_ INSTALLATION\_\_\_ HEADQUARTERS\_\_\_

**NUMBER OF EMPLOYEES COVERED BY PLAN:** TOTAL 11,930  
PROFESSIONAL 6,204 ADMINISTRATIVE 2,746 TECHNICAL 2,180 CLERICAL 453  
OTHER 93 BLUE COLLAR 254

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Alfred A. Corea, Director, Civil Rights Office

**PRINCIPAL EEO OFFICIAL**

**SIGNATURE OF PRINCIPAL EEO OFFICIAL**

**DATE**

**CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD 714.**

Captain Richard R. Behn, NOAA  
Executive Director to the Deputy Under Secretary

**NAME AND TITLE OF HEAD OF ORGANIZATION**

**SIGNATURE OF HEAD OF ORGANIZATION CERTIFIES THAT THIS REPORT IS IN  
COMPLIANCE WITH EEO-MD 714.**

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**OVERVIEW**

i. **INTRODUCTION**

This provides an overview of the NOAA-wide FY 2002 Affirmative Employment Program Accomplishment Report for Minorities and Women and the FY 2003 Plan Update. The FY 2003 Affirmative Employment Program Plan Update includes revisions to the Multi-Year Plan. The Report and Plan Update were prepared by the NOAA Civil Rights Office.

ii. **PURPOSE**

The FY 2002 Accomplishment Report examines NOAA's progress toward improving employment, and advancement opportunities for minorities and women. It also documents attainment of objectives as outlined in NOAA's Multi-Year (FY 1988-FY 1992) Affirmative Employment Program Plan.

iii. **AUTHORITY**

The legal authority for developing accomplishment reports and affirmative employment plans for minorities and women is derived from Section 717 of Title VII of the Civil Rights Act of 1964, as amended, and Executive Order 11478, as amended by Executive Order 12106.

Guidance on the preparation of accomplishment reports is contained in the Equal Employment Opportunity Commission's EEO Management Directive 714, dated October 6, 1987. Additional guidance is issued to Operating Units by the Office of Civil Rights, U.S. Department of Commerce.

iv. **DATA SOURCE**

The employment statistics for occupational categories (Professional, Administrative Technical, Clerical, Other, Blue Collar (PATCOB)), and mission-related occupations were obtained from the NOAA Human Resources Data System (HRDS).

Statistics for PATCOB categories were compared to the 1990 national PATCOB civilian labor force (CLF) data to determine underrepresentation in NOAA's occupational categories. Statistics for mission-related occupations were compared to the 1990 national occupation-specific civilian labor force (CLF) data. The CLF data was obtained from the 1990 EEO Supplementary Report: "Detailed Occupation of the Civilian Labor Force by Sex, Race, and Hispanic Origin" issued by the Bureau of the Census.

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**v. SUMMARY OF FINDINGS**

- a. All EEO groups are represented in the NOAA workforce.
- b. The percentages of Hispanic men (1.69%) and Hispanic women (1.06%) are significantly less than their representation in the National CLF (Hispanic men--4.8%; Hispanic women--3.3%).
- c. American Indian/Alaskan Native men are not represented in the Clerical Occupational category.
- d. Hispanic women are not represented in the Blue Collar occupational category.
- e. The total number of employees in GS/GM 13-15 increased by 173 employees. The number of White women increased by 42; Black women increased by 11; Asian American/Pacific Islander men increased by 7; and Asian American/Pacific Islander women increased by 10 in this grade grouping.
- f. Hispanic women and American Indian/Alaskan Native women are not represented in the Executive levels (Senior Executive Service {SES}).
- g. Fishery Biologist and Meteorologist are the only occupations where all EEO groups are represented.

**vi. FY 2002 ACCOMPLISHMENT REPORT**

- a. Cover Page shows the name of the agency, the number of employees covered, and the signatures of the Principal EEO Official and the Head of the Agency.
- b. Work Force Analysis provides a narrative about the employment of EEO groups in the occupational categories, and mission-related occupations as compared to the applicable national civilian labor force data and grade groupings. For purposes of this analysis, EEO groups identified in the EEOC Management Directive (MD) 714 are White men, White women, Black men, Black women, Hispanic men, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, American Indian/Alaskan Native men, and American Indian/Alaskan Native women. **(Please note: Percentages in the workforce analysis are rounded and in some instances will not equal 100 percent.)**

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- c. Numerical Objectives were established in the Multi-Year Affirmative Employment Plan for occupational categories to reduce instances of under representation for targeted EEO groups. Numerical objectives were not established for the mission-related occupations.
- d. Accomplishment Report of Objectives and Action Items documents progress on achievement of objectives, and action items targeted in NOAA's Multi-Year (FY 1988-FY 1992) Affirmative Employment Program Plan for Minorities and Women.
- e. Noteworthy Accomplishments and Activities highlight NOAA's achievements in improving employment, and advancement opportunities for minorities and women during FY 2002.

**vii. FY 2003 AFFIRMATIVE EMPLOYMENT PLAN UPDATE**

- a. Cover Page shows the name of the agency, the number of employees covered, and the signatures of the Principal EEO Official and the Head of the Agency.
- b. NOAA Organizational chart as of February 1, 2002.
- c. Revised EEO Policy Statement shows the EEO Policy statement signed by the new Head of the Agency.
- d. Revised Sexual Harassment Policy Statement shows the policy statement for the prevention of sexual harassment signed by the new Head of the Agency.
- e. Anticipated Hires shows the total anticipated hires projected by the NOAA Human Resources Management Office for FY 2003.
- e. Report of Objectives and Action Items identifies targeted recruitment activities for severely under represented EEO groups in mission-related occupations.
- f. Report of Objectives and Action Items identifies targeted recruitment activities for severely under represented EEO groups in grades GS-13 and above.

**viii. APPENDICES**

- a. The first chart shows the number of permanent employees in FY 2001 compared to the number of permanent employees in FY 2002. It also shows the numerical and percentage

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differences, and the 1990 Census National Civilian Labor Force (CLF) percentages.  
**(Appendix A)**

b. The second chart compares the numbers and percentages of EEO groups by occupational categories for FY 2001 and FY 2002, along with percentage changes in representation.  
**(Appendix B)**

c. The third chart shows the numbers and percentages of EEO groups by occupational categories compared to the national civilian labor force data. **(Appendix C)**

d. The fourth chart compares the numbers and percentages of EEO groups by mission-related occupations for FY 2001 and FY 2002, along with percentage changes in representation. **(Appendices D1 and D2)**

e. The fifth chart shows the numbers and percentages of EEO groups by mission-related occupations compared to National occupation-specific civilian labor force data.  
**(Appendices E1 and E2)**

f. The sixth chart compares the numbers and percentages of EEO groups by grade groupings for white collar employment for FY 2001 and FY 2002, along with percentage changes in representation. **(Appendix F)**

g. The seventh chart compares the numbers and percentages of EEO groups by blue collar occupations for FY 2001 and FY 2002, along with percentage changes in representation.  
**(Appendix G)**

h. The eighth chart shows the FY 2002 numerical objective accomplishments by occupational categories. **(Appendix H)**

i. Numerical objectives were not established for the mission-related occupations in the NOAA Multi-Year Plan. However, the ninth chart shows the FY 2002 actual numerical accomplishments by mission-related occupations. **(Appendix I)**

j. The last page is a glossary of terms used in the Accomplishment Report and Plan Update.

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**I. WORK FORCE ANALYSIS**

**A. INTRODUCTION**

NOAA, one of several operating units within the U.S. Department of Commerce, provides a variety of environmental services to the Nation. The services include:

- 1) making and disseminating weather forecasts;
- 2) issuing severe storm and flood warnings;
- 3) charting the U.S. waters and airspace;
- 4) managing the marine environment; and
- 5) operating environmental satellites, ships, aircraft and buoys.

These services are provided by the following NOAA Line Offices: National Weather Service (NWS), National Ocean Service (NOS), National Marine Fisheries Service (NMFS), Office of Oceanic and Atmospheric Research (OAR), and National Environmental Satellite, Data, and Information Service (NESDIS).

Administrative support for these offices is provided by the Program Offices, Headquarter Staff Offices, NOAA Finance and Administration, and NOAA Marine and Aviation Operations and NOAA Commissioned Corps.

To execute its mission, NOAA has employees throughout the United States, and territories of the U.S. performing work in the major occupational categories: professional, administrative, technical, clerical, other, and blue-collar.



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**I. WORK FORCE ANALYSIS**

**B. EMPLOYMENT ANALYSIS (*Appendix A*)**

In FY 2001, NOAA's permanent workforce was 11,544. This number includes employees in the Personnel Demonstration Project. In FY 2002, NOAA's permanent workforce was 11,930. This is an increase of three hundred eighty-six (386) employees.

During FY 2002, the number of White men increased by 133; the number of White women increased by 129; the number of Black men increased by 25; the number of Black women increased by 39; the number of Hispanic men increased by 3; the number of Hispanic women increased by 13; the number of Asian American/Pacific Islander men increased by 14; the number of Asian American/Pacific Islander women increased by 27; the number of American Indian/Alaskan Native men increased by 4; and the number of American Indian/Alaskan Native women decreased by 1.

The percentages of White women, Black men, Black women, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women and American Indian/Alaskan Native men increased. The percentages of White men, Hispanic men and American Indian/Alaskan Native women decreased.

A comparison of the NOAA workforce for FY 2002, and the National Civilian Labor Force (CLF) shows the percentages of White men, Black women, Asian American/Pacific Islander men, Asian American/Pacific Islander women and American Indian/Alaskan Native men were above their representation in the National CLF. All other percentages of EEO groups are below their representation in the National CLF.

<b>NOAA Employment</b>		<b>National CLF</b>	
White Men	61.19%	Above	<b>42.6%</b>
<b>White Women</b>	<b>23.02%</b>	<b>Below</b>	<b>35.3%</b>
<b>Black Men</b>	<b>3.9%</b>	<b>Below</b>	<b>4.9%</b>
Black Women	5.57%	Above	5.4%
<b>Hispanic Men</b>	<b>1.69%</b>	<b>Below</b>	<b>4.8%</b>
<b>Hispanic Women</b>	<b>1.06%</b>	<b>Below</b>	<b>3.3%</b>
Asian American/Pacific Islander Men	2.34%	Above	1.5%

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	<b>NOAA Employment</b>		<b>National CLF</b>
<b>Asian American/Pacific Islander Women</b>	1.40%	Above	1.3%
American Indian/Alaskan Native Men	0.44%	Above	0.3%
<b>American Indian/Alaskan Native Women</b>	<b>0.20%</b>	<b>Below</b>	<b>0.3%</b>

NOAA has eleven mission-related occupations. Of the eleven mission-related occupations, eight showed **increases** in the total number of employees during FY 2002. They include Fishery Biologist (48 employees), General Engineering (9 employees), Electronics Engineering (3 employees), General Physical Scientist (21 employees), Hydrologist (11 employees), Meteorologist (8 employees), Oceanographer (8 employees), and Cartographer (2 employees). All other mission-related occupations showed **decreases** in the total number of employees during FY 2002. They include Information Technology Specialist (57 employees), Electronics Technician (6 employees), and Meteorological Technician (22 employees).

There are six occupational categories. Of the six occupational categories, three showed **increases** in the total number of employees during FY 2002. They include Professional (156 employees), Administrative (242 employees), and Other (10 employees). All other occupational categories showed **decreases** in the total number of employees during FY 2002. They include Technical (19 employees), Clerical (1 employee), and Blue Collar (2 employees).

## **I. WORK FORCE ANALYSIS**

### **C. PERCENTAGE CHANGES IN REPRESENTATION OF EEO GROUPS BY OCCUPATIONAL CATEGORIES FROM FY 2001 TO FY 2002**

*(Appendix B)*

#### **PROFESSIONAL**

The professional occupational category has the largest number of employees in NOAA's workforce. Typical professional positions in the agency are Fishery Biologist, General Engineer, General Physical Scientist, Hydrologist, Oceanographer, IT Specialist, Electronics Engineering, Electronics Technician, Meteorological Technician, Meteorologist, and Cartographer.

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During FY 2002, the total number of employees in the Professional occupational category **increased** by 156 from 6,048 to 6,204. White men and White women represent 5,634 (90.8%) of employees in this category. The percentages of White women, Black men, Hispanic men, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, American Indian/Alaskan Native men, and American Indian/Alaskan Native women increased. The percentages of White men and Black women decreased. **All EEO groups are represented in this occupational category.**

**ADMINISTRATIVE**

Positions in this field require incumbents to exercise analytical ability in addition to understanding the principles, concepts, and practices of administration and management. Computer Specialist, Personnel Management Specialist, Budget Analyst, and Management Analyst are examples of Administrative positions at NOAA.

During FY 2002, the total number of employees in Administrative occupations **increased** by 242 from 2,504 to 2,746. White men and White women represent 2,135 (77.8%) of employees in this category. Women represent 1,253 (45.6%) of employees in this category. Men represent 1,493 (54.4%). The percentages of White men, Black men, Black women, Hispanic women, Asian American/Pacific Islander men, and Asian American/Pacific Islander women increased. The percentages of White women, Hispanic men, American Indian/Alaskan Native men, and American Indian/Alaskan Native women decreased. **All EEO groups are represented in this occupational category.**

**ADMINISTRATIVE/TECHNICAL**

Administrative/Technical occupations are those occupations that involve non-routine work associated with supporting employees in administrative occupations. The occupations in this category include Personnel Clerk and Assistant, Miscellaneous Clerk and Assistant, Computer Clerk and Assistant, Equal Opportunity Assistant, Financial Clerk and Assistant, Accounting Technician, Budget Clerk and Assistant, Procurement Clerk and Assistant, Consumer Safety Inspection, Supply Clerk, and Technician.

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Administrative/Technical occupations represent 33.0% of the total technical occupational category. Women represent 577 (81.0%) employees in the Administrative Technical category, while men represent 138 (19.3%). White women represent 398 (55.7%) of employees in this category, while Black women represent 120 (16.8%).

During FY 2002, the total number of employees in this occupational category **increased** by 12 from 703 to 715. The percentages of White men, Black women, Hispanic women, Asian American/Pacific Islander women, and American Indian/Alaskan Native men increased. The percentages of White women, Black men, Hispanic men, Asian American/Pacific Islander men, and American Indian/Alaskan Native women decreased. **All EEO groups are represented in the Administrative/Technical category.**

**SCIENTIFIC/TECHNICAL**

Scientific/Technical occupations are those that involve non-routine work associated with supporting employees in professional occupations.

During FY 2002, the total number of employees in this occupational category **decreased** by 31 employees from 1,496 to 1,465. Scientific Technical positions represent 67.2% of the technical occupational category. Men represent 1,290 (88.1%) of employees in this category, while women represent 175 (11.9 %).

The percentages of White women, Black men, Black women, Hispanic women, Asian American/Pacific Islander men, and Asian American/Pacific Islander women increased. The percentages of White men, Hispanic men, and American Indian/Alaskan Native men decreased. There was no change in the percentage of American Indian/Alaskan Native women. **All EEO groups are represented in the Scientific/Technical category.**

**TECHNICAL**

Technical occupations involve non routine work associated with supporting employees in administrative or professional occupations. Several examples of Technical occupations include

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Meteorological Technician, Electronics Technician, and Personnel Assistant. The total number of employees in this category **decreased** by 19 from 2,199 to 2,180.

The percentages of Black men, Black women, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, and American Indian/Alaskan Native men increased. The percentages of White men, White women, and Hispanic men decreased. There was no change in the percentage of American Indian/Alaskan Native women. **All EEO groups are represented in the Technical category.**

**CLERICAL**

Clerical occupations involve structured work in support of office, business or fiscal operations. The most typical examples of these positions are Secretary and Office Automation Clerk.

During FY 2002, the total number of employees in the clerical occupation category **decreased** by 1 from 454 to 453. Women represent 419 (92.4%) of employees in this category. Men represent 34 (7.5%). White women represent 243 (53.6%), while Black women represent 140 (30.9%).

The percentages of White men and Black women increased. The percentages of White women, Black men, Hispanic women, Asian American/Pacific Islander women, and American Indian/Alaskan Native women decreased. There was no change in the percentages of Hispanic men and Asian American/Pacific Islander men. **There are no American Indian/Alaskan Native men represented in the clerical occupational category.**

**OTHER**

This occupational category was developed to classify those positions which are not related to the remaining occupational groups. Positions classified under this category are general student trainee, guard, and crafts and trade specialists.

During FY 2002, the total number of employees in this occupational category **increased** by 10 from 83 to 93. White men and White women represent 61 (65.6%) of employees in this

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category. The percentages of White women, Black men, Black women, and American Indian/Alaskan Native men increased. The percentages of White men, Hispanic men, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, and American Indian/Alaskan Native men decreased. **All EEO groups are represented in the Other category.**

**BLUE COLLAR**

Employees in the Wage plan system comprise those in NOAA's blue collar positions (e.g., positions aboard NOAA ships, printing press operators, plumbers, electricians, etc.).

During FY 2002, the total number of employees in Blue Collar occupations **decreased** by 2 from 256 to 254. Men represent 239 (94.1%) of the employees in this category, while women represent 15 (5.9%). White men represent 182 (72.0%) of employees in this category. The percentages of Black men, Hispanic men, Asian American/Pacific Islander men, Asian American/Pacific Islander women, and American Indian/Alaskan Native men increased. The percentages of White men and White women decreased. There was no change in the percentages of Black women and American Indian/Alaskan Native women. **Hispanic women are not represented in this occupational category.**

**I. WORK FORCE ANALYSIS**

**D. UNDERREPRESENTATION OF EEO GROUPS BY OCCUPATIONAL  
CATEGORIES** *(Appendix C)*

This section of the Accomplishment Report identifies those EEO groups that are under-represented in NOAA's occupational categories. For agency purposes, underrepresentation occurs when the percentage representation of an EEO group for a given employment category is substantially less than its corresponding percentage representation in the national civilian labor force. Severe underrepresentation occurs when an EEO group is absent from the agency's occupational categories. Those EEO groups marked with an asterisk (\*) are absent, and thus considered severely underrepresented in that particular occupation.

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**PROFESSIONAL**

Underrepresentation is reported for the following EEO groups:

- White women
- Black men
- Black women
- Hispanic men
- Hispanic women
- Asian American/Pacific Islander men
- Asian American/Pacific Islander women
- American Indian/Alaskan Native women

All EEO groups are represented in the Professional occupational category.

**ADMINISTRATIVE**

Underrepresentation is reported for the following EEO groups:

- White women
- Hispanic men
- Hispanic women
- American Indian/Alaskan Native women

All EEO groups are represented in the Administrative occupational category.

**TECHNICAL**

Underrepresentation is reported for the following EEO groups:

- White women
- Hispanic men
- Hispanic women
- Asian American/Pacific Islander men
- Asian American/Pacific Islander women
- American Indian/Alaskan Native women

All EEO groups are represented in the Technical occupational category.

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**CLERICAL**

Underrepresentation is reported for the following EEO groups:

- White men
- White women
- Black men
- Hispanic men
- Hispanic women
- Asian American/Pacific Islander men
- American Indian/Alaskan Native men\*

**OTHER**

Underrepresentation is reported for the following EEO groups:

- White men
- Black men

All EEO groups are represented in the Other occupational category.

**BLUE COLLAR**

Underrepresentation is reported for the following EEO groups:

- White women
- Black women
- Hispanic men
- Hispanic women\*



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**I. WORK FORCE ANALYSIS**

**E. PERCENTAGE CHANGES IN REPRESENTATION OF EEO GROUPS BY  
MISSION-RELATED OCCUPATIONS FROM FY 2001 TO FY 2002**

*(Appendices D1 and D2)*

**FISHERY BIOLOGIST (482)**

The total number of Fishery Biologists **increased** by 48 from 820 to 868. The percentages of White women, Black men, Hispanic men, Hispanic women, Asian American/Pacific Islander men, American Indian/Alaskan Native men, and American Indian/Alaskan Native women increased. The percentages of White men, Black women, and Asian American/Pacific Islander women decreased. **All EEO groups are represented in this occupation.**

**GENERAL ENGINEERING (800)**

The total number of employees in General Engineering occupations **increased** by 9 from 134 to 143. The percentages of White women, Hispanic men, and Asian American/Pacific Islander men increased. The percentages of White men, Black men, Black women, and American Indian/Alaskan Native men decreased. **Black women, Hispanic women, Asian American/Pacific Islander women, and American Indian/Alaskan Native women are absent from this occupation.**

**ELECTRONICS ENGINEERING (855)**

The total number of employees in the Electronics Engineering occupation **increased** by 3 from 141 to 144. The percentages of White women, Black men, and Black women increased. The percentages of White men, Hispanic men, Asian American/Pacific Islander men, Asian American/Pacific Islander women, and American Indian/Alaskan Native men decreased. **Hispanic women and American Indian/Alaskan Native women are absent from this occupation.**

**GENERAL PHYSICAL SCIENTIST (1301)**

The total number of employees in this occupation **increased** by 21 from 491 to 512. The percentages of White women, Black men, Hispanic men, Asian American/Pacific Islander men, and Asian American/Pacific Islander women increased. The percentages of White men, Black women, Hispanic women, and American Indian/Alaskan Native men decreased. **American Indian/Alaskan Native women are absent from this occupation.**

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**HYDROLOGIST (1315)**

The total number of Hydrologists **increased** by 11 from 281 to 292. The percentages of White women, Hispanic women, and Asian American/Pacific Islander women increased. The percentages of White men, Black men, Black women, Hispanic men, Asian American/Pacific Islander men, and American Indian/Alaskan Native women decreased. **American Indian/Alaskan Native men are absent from this occupation.**

**METEOROLOGIST (1340)**

The total number of Meteorologists **increased** by 8 from 2,543 to 2,551. The percentages of White women, Black men, Black women, Hispanic men, Hispanic women, and Asian American/Pacific Islander women increased. The percentages of White men, Asian American/Pacific Islander men, American Indian/Alaskan Native men, and American Indian/Alaskan Native women decreased. **All EEO groups are represented in this occupation.**

**OCEANOGRAPHER (1360)**

The total number of Oceanographers **increased** by 8 from 235 to 243. The percentages of White women and Asian American/Pacific Islander men increased. The percentages of White men, Black men, Black women, Hispanic men, Hispanic women, and Asian American/Pacific Islander women decreased. **American Indian/Alaskan Native men and American Indian/Alaskan Native women are absent from this occupation.**

**CARTOGRAPHER (1370)**

The total number of Cartographers **increased** by 2 from 164 to 166. The percentages of White women, Black men, and Asian American/Pacific Islander women increased. The percentages of White men, Black women, Hispanic men, Asian American/Pacific Islander men, and American Indian/Alaskan Native women decreased. **Hispanic women and American Indian/Alaskan Native men are absent from this occupation.**

**INFORMATION TECHNOLOGY SPECIALIST (2210)--formerly Computer Specialist (334)**

The total number of Information Technology Specialists **decreased** by 57 from 988 to 931. The percentages of White men, Asian American/Pacific Islander men, Asian American/Pacific Islander women, and American Indian/Alaskan Native men increased. The percentages of White

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women, Black men, Black women, Hispanic men, and Hispanic women decreased. **American Indian/Alaskan Native women are absent from this occupation.**

**ELECTRONICS TECHNICIAN (856)**

The total number of Electronics Technicians **decreased** by 6 from 496 to 490. The percentages of White women, Black men, Hispanic men, Asian American/Pacific Islander men, and American Indian/Alaskan Native men increased. The percentages of White men and Asian American/Pacific Islander women decreased. There was no change in the percentage of Black women. **Hispanic women and American Indian/Alaskan Native women are absent from this occupation.**

**METEOROLOGICAL TECHNICIAN (1341)**

The total number of Meteorological Technicians **decreased** by 22 from 642 to 620. The percentages of White men, White women, Black women, Hispanic women, and Asian American/Pacific Islander women increased. The percentages of Black men, Hispanic men, Asian American/Pacific Islander men, and American Indian/Alaskan Native men decreased. **American Indian/Alaskan Native women are absent from this occupation.**

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**I. WORK FORCE ANALYSIS**

**F. UNDERREPRESENTATION OF EEO GROUPS BY MISSION-RELATED  
OCCUPATIONS** (*Appendices E1 and E2*)

In addition to analyzing occupational categories, NOAA's mission-related occupations were compared to the National occupation-specific CLF data to determine which EEO groups are underrepresented.

Listed below are those mission-related occupations, along with the corresponding EEO groups, that were reported as being underrepresented at the end of FY 2002. Those EEO groups marked with an asterisk (\*) are absent, and thus considered severely underrepresented in that particular occupation.

**FISHERY BIOLOGIST (482)**: The Fishery Biologist occupation was compared with the **Biological and Life Scientists** in the national CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Black men
- Black women
- Hispanic men
- Hispanic women
- Asian American/Pacific Islander men
- Asian American/Pacific Islander women

All EEO groups are represented in this occupation.

**GENERAL ENGINEERING (801, 804, 810, 819, 830, 850, 854, 861)**: The aggregation of these series were compared to the national professional CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Black men
- Black women\*
- Hispanic women\*
- Asian American/Pacific Islander men
- Asian American/Pacific Islander women\*

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- American Indian/Alaskan Native men
- American Indian/Alaskan Native women\*

**ELECTRONICS ENGINEERING (855)**: The Electronics Engineering occupation was compared with the **Electrical and Electronics Engineers** in the national CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Black women
- Hispanic women\*
- Asian American/Pacific Islander women
- American Indian/Alaskan Native women\*

**GENERAL PHYSICAL SCIENTIST (1301)**: The General Physical Scientist occupation was compared with the **Physical Scientists, n.e.c.**, in the national CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Black women
- Hispanic men
- Hispanic women
- American Indian/Alaskan Native women\*

**HYDROLOGIST (1315)**: The Hydrologist occupation was compared with the **Physical Scientists, n.e.c.**, in the national CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Black men
- Black women
- Hispanic men
- Asian American/Pacific Islander women
- American Indian/Alaskan Native men\*

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**METEOROLOGIST (1340):** The Meteorologist occupation was compared with the **Atmospheric and Space Scientists** in the national CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Black men
- Hispanic women
- Asian American/Pacific Islander men
- Asian American/Pacific Islander women
- American Indian/Alaskan Native men

**OCEANOGRAPHER (1360):** The Oceanographer occupation was compared with the **Physical Scientists, n.e.c.**, in the national CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Black men
- Black women
- Hispanic men
- American Indian/Alaskan Native men\*
- American Indian/Alaskan Native women\*

**CARTOGRAPHER (1370):** The Cartographer occupation was compared with the **Surveyors and Mapping Scientists** in the national CLF. Underrepresentation is reported for the following EEO groups:

- White men
- Hispanic men
- Hispanic women\*
- Asian American/Pacific Islander men
- American Indian/Alaskan Native men\*

**INFORMATION TECHNOLOGY SPECIALIST (2210):** The Information Technology Specialist occupation was compared with the **Computer Programmers and Computer Systems Analysts** in the national CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Hispanic men

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- Asian American/Pacific Islander women Hispanic women
- American Indian/Alaskan Native women\*

**ELECTRONICS TECHNICIAN** (856): The Electronics Technician occupation was compared with the **Electrical and Electronics Technicians** in the national CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Black men
- Black women
- Hispanic men
- Hispanic women\*
- Asian American/Pacific Islander men
- Asian American/Pacific Islander women
- American Indian/Alaskan Native women\*

**METEOROLOGICAL TECHNICIAN** (1341): The Meteorological Technician occupation was compared with the **Science Technicians, n.e.c.**, in the national CLF. Underrepresentation is reported for the following EEO groups:

- White women
- Black men
- Black women
- Hispanic men
- Hispanic women
- Asian American/Pacific Islander men
- Asian American/Pacific Islander women
- American Indian/Alaskan Native women\*

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**I. WORK FORCE ANALYSIS**

**G. REPRESENTATION OF EEO GROUPS BY GRADE GROUPINGS**

*(Appendix F)*

EEO group numbers and representation for white collar employees in grade groupings of GS 1-4, GS 5-8, GS 9-12, GS/GM 13-15 and the Executive Levels, including the Senior Executive Service, were compared with FY 2001.

**GS 1-4:** The total number of employees in this grade grouping **increased** by 11 from 73 to 84. Women represent 51 (60.7%) and men represent 33 (39.2%) of employees in this grade grouping. The percentages of White men, White women, Black women, Hispanic women, and American Indian/Alaskan Native men increased. The percentages of Black men, Hispanic men, Asian American/Pacific Islander men, Asian American/Pacific Islander women, and American Indian/Alaskan Native women decreased. **All EEO groups are represented in this grade grouping.**

**GS 5-8:** The total number of employees in this grade grouping **increased** by 75 from 1,045 to 1,120. Women represent 824 (73.6%) and men represent 296 (26.4%) of employees in this grade grouping. The percentages of White men, Hispanic men, Hispanic women, Asian American/Pacific Islander men, American Indian/Alaskan Native men, and American Indian/Alaskan Native women increased. The percentages of White women, Black men, Black women, and Asian American/Pacific Islander women decreased. **All EEO groups are represented in this grade grouping.**

**GS 9-12:** The total number of employees in this grade grouping **increased** by 29 from 4,272 to 4,301. Women represent 1,220 (28.4%) and men represent 3,081 (71.6%) of employees in this grade grouping. The percentages of White women, Black men, Black women, Hispanic women, and Asian American/Pacific Islander women increased. The percentages of White men, Hispanic men, Asian American/Pacific Islander men, American Indian/Alaskan Native men, and American Indian/Alaskan Native women decreased. **All EEO groups are represented in this grade grouping.**



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**GS/GM 13-15:** The total number of employees in this grade grouping **increased** by 173 from 3,642 to 3,815. Women represent 719 (18.9%) and men represent 3,096 (81.1%) of employees in this grade grouping. The percentages of White women, Black men, Black women, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, and American Indian/Alaskan Native men increased. The percentages of White men, Hispanic men, and American Indian/Alaskan Native women decreased. **All EEO groups are represented in this grade grouping.**

**Executive Levels:** The total number of employees in the Executive levels **increased** by 19 from 101 to 120. Women represent 21 (17.5%) and men represent 89 (82.5%). White men represent 91 (75.8%) and White women represent 18 (15.0%) of employees in the Executive levels. The percentages of White women, Black men, and Asian American/Pacific Islander men increased. The percentages of White men, Black women, Hispanic men, Asian American/Pacific Islander women, and American Indian/Alaskan Native men decreased. **Hispanic women and American Indian/Alaskan Native women are absent from the Executive levels.**

**I. WORK FORCE ANALYSIS**

**H. REPRESENTATION OF BLUE COLLAR EMPLOYMENT**

*(Appendix G)*

The total number of employees in this pay plan **decreased** by 2 from 256 to 254. Women represent 15 (6.0%) and men represent 239 (94.0%). White men represent 182 (71.7%) of the employees in the Blue Collar occupations. The percentages of Black men, Hispanic men, Asian American/Pacific Islander men, Asian American/Pacific Islander women, and American Indian/Alaskan Native men increased. The percentages of White men and White women decreased. There was no change in the percentages of Black women and American Indian/Alaskan Native women. **Hispanic women are absent from the Blue Collar occupations.**

**I. WORK FORCE ANALYSIS**

**I. CONCENTRATION OF EMPLOYEES BY GRADE GROUPINGS**

- The majority of Black employees are concentrated at GS 9-12 grade grouping (338 employees) and at the GS/GM 13-15 grade grouping (202 employees).

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- The majority of Hispanic employees are concentrated at GS 9-12 grade grouping (125 employees) and at the GS/GM 13-15 grade grouping (75 employees).
- The majority of Asian American/Pacific Islander employees are concentrated at the GS 9-12 grade grouping (158 employees) grouping and at the GS/GM 13-15 grade grouping (130 employees).
- The majority of the American Indian/Alaskan Native employees are concentrated at the GS 9-12 grade grouping (32 employees) and at the GS/GM 13-15 grade grouping (13 employees).
- The majority of the White employees are concentrated at the GS 9-12 grade grouping (3,648 employees) and at the GS/GM 13-15 grade grouping (3,395 employees).

**MEN AND WOMEN**

- The total number of employees in GS 9-12 is 4,301. Men represent 3,081 (71.6%) and women represent 1,220 (28.4%).
- The total number of employees in GS/GM 13-15 is 3,815. Men represent 3,096 (81.2%) and women represent 719 (18.8%).

**I. WORK FORCE ANALYSIS**

**J. ANALYSIS OF PROMOTIONS**

A review was conducted of the number of promotions (permanent and temporary) during FY 2002. This analysis showed the following:

**GENERAL SCHEDULE EMPLOYMENT**

During FY 2002, there were a total of 1,382 promotions for the total NOAA workforce. Of those 1,382 promotions, 1,264 (91.5%) were permanent promotions, and 118 (8.5%) were temporary (not to exceed) promotions.

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**PERMANENT PROMOTIONS**

During FY 2002, there were 1,264 permanent promotions. Of the 1,264 permanent promotions, men represent 783 (62.0%) and women represent 481 (38.0%). Black employees represent 122 (9.7%); Hispanic employees represent 39 (3.1%); Asian American/Pacific Islander employees represent 45 (3.6%); American Indian/Alaskan Native employees represent 5 (0.4%); and White employees represent 1,053 (83.3%).

**TEMPORARY PROMOTIONS**

During FY 2002, there were 118 temporary promotions. Of the 118 temporary promotions, men represent 90 (76.3%) and women represent 28 (23.7%). Black employees represent 8 (6.8%); Hispanic employees represent 2 (1.7%); Asian American/Pacific Islander employees represent 12 (10.2%); American Indian/Alaskan Native employees represent 1 (0.9%); and White employees represent 95 (80.5%).

**PERMANENT PROMOTIONS (Pay-banded levels)**

During FY 2002, there were a total of 140 permanent promotions in the pay-banded levels. Men represent 73 (52.1%) and women represent 67 (47.9%). Black employees represent 12 (8.6%); Hispanic employees represent 2 (1.4%); Asian American/Pacific Islander employees represent 11 (7.9%); and White employees represent 115 (82.1%). **There were no promotions for American Indian/Alaskan Native employees in pay-banded levels during FY 2002.**

**WAGE GRADE PROMOTIONS**

During FY 2002, there were a total of 12 promotions in the Wage grade pay plan. Of the 12 Wage grade permanent promotions, men represent 12 (100%). Black employees represent 2 (16.7%); and White employees represent 10 (83.3%). **There were no promotions for Hispanic employees, Asian American/Pacific Islander employees, and American Indian/Alaskan Natives employees in this pay plan during FY 2002.**

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**II. ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

This section of the Accomplishment Report documents which action items in the Multi-Year (FY 1988 - FY 1992) Affirmative Employment Program Plan for Minorities and Women have been completed as of the end of FY 2002.

Several of the program objectives established in the FY 1988 - FY 1992 Multi-Year Plan have been accomplished. However, when opportunities arise, we continue our efforts to recruit, hire, and advance our employees.

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**PROGRAM ELEMENT:  
RECRUITMENT AND HIRING**

**PROBLEM/BARRIER STATEMENT:**

There is a marked decline in the use of developmental staffing programs.

**OBJECTIVE:**

Increase and more effectively use developmental staffing programs (e.g., Student Education Employment Programs).

**RESPONSIBLE OFFICIALS:** See below

**TARGET DATE:** See below

<b>ACTION ITEMS</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Develop and implement career entry programs to attract highly qualified college students for professional and technical positions.	Assistant Administrators	9/30/03
<b>2. Update recruitment exhibit and other promotional material to assist with recruitment efforts.</b>	<b>Director, Human Resources Management Office</b>	<b>Completed 9/30/02</b>
3. Establish/maintain greater coordination between Human Resources and Civil Rights regarding affirmative employment requirements.	Director, Civil Rights Office; Director, Human Resources Management Office	9/30/03

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**REPORT ON ACCOMPLISHMENT OF OBJECTIVE**

**ACTION ITEM 1**

NOAA's use of student internships and the participation in student intern programs has increased. NOAA continues to participate in a variety of developmental staffing programs.

These programs include the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). The STEP program provides experience that is not directly related to a student's education program and career goals. Students in the STEP programs may be converted to the SCEP. The SCEP (formerly Cooperative Education Program) provides work experience that is directly related to the student's education program and career goals. Students may be converted non-competitively to a career conditional or career appointment.

During FY 2002, there were a total of 160 participants in the STEP program. Of the 160 participants, 19 were Black, 5 were Hispanic, 16 were Asian American/Pacific Islander, 2 were American Indian/Alaskan Native, and 118 were White.

During FY 2002, there were a total of 29 participants in the SCEP program. Of the 29 participants, 5 were Black, 2 were Hispanic, 1 was American Indian/Alaskan Native, and 21 were White. There were no Asian American/Pacific Islander participants in the FY 2002 SCEP program.

Student programs are also used as long range developmental programs. These include the NOAA Faculty and Student Intern Research Program, the NOAA Graduate Sciences Program, and the NOAA Leadership Competencies Development Program.

**NOAA Faculty and Student Intern Research Program**

NOAA continues its tenth year participating in the NOAA Faculty and Student Intern Research Program. The program was established to provide work experience to undergraduate students, graduate students, post graduate students, and faculty members who have an interest in pursuing academic studies and research opportunities in the oceanic and atmospheric sciences. Students can participate in the program throughout the school year. The participants were placed in NOAA facilities nation-wide.

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During FY 2002, there were a total of 103 participants, including 2 faculty members. Of the 101 undergraduate and graduate participants: 25 were White, 56 were Black, 4 were Hispanic, 10 were Asian American/Pacific Islander, and 1 was American Indian/Alaskan Native. Four of the participants did not identify their EEO group.

**Graduate Sciences Program**

In FY 2002, the NOAA Graduate Sciences Program became a component of the NOAA Educational Partnership Program (EPP) with Minority Serving Institutions (MSI). The NOAA EPP/MSI Graduate Sciences Program was redesigned to recruit and provide graduate level training in NOAA-related sciences to outstanding minorities and women candidates for employment within scientific NOAA mission-related occupations.

During FY 2002, there were 6 participants in the NOAA EPP/MSI Graduate Sciences Program. Of the 6 participant, 3 were Black females, 2 were Black males and 1 was a Hispanic male. The program provides entry level opportunities and career development to qualified undergraduate and graduate students who possess degrees in Engineering, Biology, Chemistry, Mathematics, Physics, Physical Science, Computer Science, Geography, Geology, Economics, Law Enforcement, and Social Science. Students participate in two-years of university training and one year as an intern at the agency. NOAA pays full tuition, books, a housing allotment, travel expenses, and salary during a 16-week work experience for each participant enrolled at an accredited graduate college/university.

**ACTION ITEM 1**

During FY 2002, NOAA increased the number of MOUs with Minority Serving Institutions as a result of the Graduate Sciences Program increasing the linkages between MSIs and Federal government institutions which is a goal of NOAA.

**ACTION ITEM 2**

During FY 2002, the NOAA EEO Council developed NOAA Educational Outreach tool kits to distribute at career fairs and conferences. The tool kits serve as a recruitment resource to assist employees in their outreach activities, especially those employees making presentations to students in grades K through 12. The tool kits provide employees with printed materials, hand-outs and a slide presentation which describes NOAA and its career opportunities. The NOAA Civil Rights Office (CRO) coordinates this initiative.

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The NOAA Human Resources Management Office developed and distributed a recruitment brochure titled "Careers That Make A World of Difference." They also designed a recruitment exhibit. The exhibit will be used at career fairs and other recruitment-related conferences.

**ACTION ITEM 3**

The CRO and the NOAA Human Resources Management Office (HRMO) continue a close working relationship on all matters relating to affirmative employment and the Federal Equal Opportunity Recruitment Program (FEORP).

During FY 2002, the CRO, in conjunction with the HRMO, maintained a list of recruitment sources (minority organizations, minority newspapers, etc.). Copies of vacancy announcements were provided to these recruitment sources, particularly, for executive level positions.



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**PROGRAM ELEMENT:  
EMPLOYEE DEVELOPMENT PROGRAMS**

**PROBLEM/BARRIER STATEMENT:**

Minorities and Women are not represented at the GS-13 and above grade levels.

**OBJECTIVE:**

To improve the representation of Minorities and Women at the GS-13 and above grade levels.

**RESPONSIBLE OFFICIALS:** See Below

**TARGET DATE:** FY 2002 and Continuing

<b>ACTION ITEMS</b>	<b>RESPONSIBLE OFFICIALS</b>	<b>TARGET DATE</b>
1. Require a quarterly report from Assistant Administrators, Staff/Program Office Directors to the Under Secretary, NOAA, beginning December 15 that reflects the organization's GS-13 and above EEO profile as of the beginning of FY 2001; the number of GS-13 and above selections made for the previous month; and the EEO profile of the previous month's selections.	All Line/Staff/Program Office Directors	Beginning 12/00 and continuing
2. Prepare a recruitment plan for each GS-13 and above vacancy that includes non-traditional recruitment sources, and initiatives (e.g., targeting university placement offices that assist alumni, use of diverse search teams, posting on appropriate internet sites, etc.), and obtain clearance by the Assistant Administrators (AAs) or Deputy AAs.	All Line/Staff/Program Office Directors	Beginning 12/00 and continuing
3. Provide opportunities for all employees to develop their knowledge, skills, and abilities.	Assistant Administrators	9/30/03

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**REPORT ON ACCOMPLISHMENT OF OBJECTIVE**

**ACTION ITEM 1**

During FY 2002, quarterly reports were generated reflecting each Line, Staff and Program Offices (LO/SO/PO) GS-13 and above EEO profile. Each LO/SO/PO used the statistics at the NOAA quarterly review meetings with the Under Secretary, NOAA, to report on the representation of minorities and women in their organizations. These statistics were used to monitor progress in improving the representation of minorities and women at the GS-13 and above grade levels.

**ACTION ITEM 2**

NOAA continues to develop and implement this initiative. Line Offices are developing strategic recruitment plans for achieving a diverse workplace. Final plans will include specific guidelines, and procedures for establishing outreach, and recruitment activities for all GS-13 and above vacancies. During FY 2002, managers and supervisors prepared recruitment plans which included non-traditional recruitment sources, and established diverse search teams. Selecting officials who successfully and widely recruited for GS-13 and above for developmental positions at all levels, and created a diverse pool of applicants from which to select, were recognized and rewarded.

**ACTION ITEM 3**

During FY 2002, NOAA Line Offices provided employees with details, reassignments, temporary promotions, and reengineered vacancies into upward mobility positions, and allowed employees to participate in full-time and part-time university training. They also provided opportunities for employees to participate in developmental training programs. Each organization continues to establish a training budget by allocating 1.5% of their salaries and benefits.

During FY 2002, NOAA continued to promote the use of the Individual Development Plan (IDP) as a tool available to all employees to help them meet their career objectives.

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The following NOAA-wide training program opportunities were provided during FY 2002:

**FORMAL GOVERNMENT-WIDE CAREER DEVELOPMENT PROGRAMS**

- **ASPIRING LEADERS PROGRAM**  
GS 5-7 (2 participants): 2 Black females
- **NEW LEADER'S PROGRAM**  
GS 7-11 (1 participant): 1 Black female
- **EXECUTIVE LEADERSHIP FOR MID-LEVEL EMPLOYEES**  
GS 11-12 (3 participants): 1 White male, 1 White female, 1 Black female
- **EXECUTIVE POTENTIAL PROGRAM**  
GS 13-14 (2 participants): 1 White male, 1 White female
- **COMMERCE SCIENCE & TECHNOLOGY FELLOWS PROGRAM**  
GS-14 (2 participants): 1 White male, 1 White female
- **FEDERAL EXECUTIVE INSTITUTE (FEI)**  
GS-15/SES: (12 participants): 8 White males, 2 White females, 1 Hispanic female, 1 Asian American/Pacific Islander female

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**PROGRAM ELEMENT:  
ORGANIZATION AND RESOURCES**

**PROBLEM/BARRIER STATEMENT:**

There is inadequate/inconsistent training of NOAA managers, supervisors, and employees.

**OBJECTIVE:**

To provide adequate and consistent training of managers, supervisors, and employees.

**RESPONSIBLE OFFICIAL:** See below

**TARGET DATE:** FY 2002 and Continuing

<b>ACTION ITEMS</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Brief each EEO Committee on its role in the NOAA Civil Rights program.	Director, Civil Rights Office	Completed 9/30/02 Continuing*
2. Conduct/sponsor EEO training session under newly developed training program.	Director, Human Resources Management Office	Completed 9/30/02 Continuing*

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE**

**ACTION ITEM 1**

The Civil Rights Office continues to solicit proposals from EEO training vendors who are interested in providing EEO training to the workforce. The list is updated annually and distributed to the Line Office EEO Program Managers and the Administrative Support Centers (ASCs). Vendors from the list are selected to provide a variety of EEO-related training to their employees, supervisors, and managers at headquarters and in the field. The training included EEO advisory committee training, Sexual Harassment, and the Roles and Responsibilities of Managers and Supervisors in EEO. Civil Rights Office staff also provided EEO training to employees, managers and supervisors during FY 2002.

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**ACTION ITEM 2**

An overview on Equal Employment Opportunity and the Supervisors/Managers role in EEO/Affirmative Employment and the Discrimination Complaints process continues to be included as a part of the NOAA Leadership Training Program (NLTP). The NLTP is designed to develop a sustainable cadre of well prepared supervisors and managers to meet current and future needs, to improve the quality of leadership offered to employees, and to communicate clearly top management's goals and priorities throughout NOAA.

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The basic component is composed of a total of 80 hours of mandatory formal instruction for newly appointed and incumbent supervisors. The NLTP satisfies 40 hours of the supervisory training. During FY 2002, staff members of the Civil Rights Office conducted four sessions for the NLTP. In addition, staff members provided EEO training to the Atlantic Marine Center (AMC), and the National Marine Fisheries Service (NMFS) headquarters EEO Advisory Committee.

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**PROGRAM ELEMENT:  
RECRUITMENT AND HIRING**

**PROBLEM/BARRIER STATEMENT:**

There is underrepresentation of women and minorities in mission-related occupations such as, Fishery Biologist, General Engineering, Electronics Engineering, General Physical Scientist, Hydrologist, Meteorologist, Oceanographer, Cartographer, Computer Specialist, Electronics Technician, and Meteorological Technicians in grades GS/GM-13 and above.

**OBJECTIVE:**

Improvement of NOAA's overall representation of women and minorities at the GS/GM 13-15 levels and pay-banded levels especially in the mission-related occupations.

**RESPONSIBLE OFFICIALS:** See Below.

**TARGET DATE:** FY 2002 and Continuing

<b>ACTION ITEMS</b>	<b>RESPONSIBLE OFFICIALS</b>	<b>TARGET DATE</b>
<u>GS/GM/Z's 13-15 Levels</u>		Completed
1. Expose NOAA's skills needs to a broader audience of women and minorities through greater participation in outreach activities.	Assistant Administrators	9/30/02* Continuing
2. Establish/maintain contacts with learning institutions having greatest enrollment of women and minorities. Focus towards student employment, selective placement, and other developmental staffing programs.	Director, Human Resources Management Office; Director, Civil Rights Office	Completed 9/30/02* Continuing
3. Utilize established contacts with minority organizations and educational institutions in the recruitment process (i.e., extend announcement closing dates and forward announcements to established contacts).	Director, Human Resources Management Office	Completed 9/30/02* Continuing

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**REPORT ON ACCOMPLISHMENT OF OBJECTIVE**

**ACTION ITEM 1**

**NOAA EMPLOYMENT PROGRAM PLAN FOR GS 13 AND ABOVE (INCLUDING  
PAY BANDED LEVELS (Z's) AND EXECUTIVE LEVELS**

NOAA continues its efforts towards achieving this objective.

**ANALYSIS**

An analysis was conducted of the employment of minorities and women at GS/GM 13-15 and Z's in overall employment, and in the mission-related occupations. The analysis showed the following:

**OVERALL EMPLOYMENT OF EMPLOYEES IN GS/GM 13-15**

During FY 2002, the total number of employees in this grade grouping **increased** by 173 from 3,642 to 3,815. Women represent 719 (18.9%) and men represent 3,096 (81.1%) of employees in this grade grouping. The percentages of White women, Black men, Black women, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, and American Indian/Alaskan Native men increased. The percentages of White men, Hispanic men, and American Indian/Alaskan Native women decreased. **All EEO groups are represented in this grade grouping.**

**MISSION-RELATED OCCUPATIONS GS/GM 13-15**

**FISHERY BIOLOGIST (482)** - During FY 2002, the total number of employees in this grade grouping in this occupation **increased by 11** from 305 to 316. The percentages of White men, Hispanic men, Asian American/Pacific Islander men, and American Indian/Alaskan Native men increased. The percentages of White women, Black men, Hispanic women, and Asian American/Pacific Islander women decreased. **Black women and American Indian/Alaskan Native women are absent from this occupation in this grade grouping.**

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**GENERAL ENGINEERING (800)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's **increased by 9** from 134 to 143. The percentages of White women, Hispanic men, and Asian American/Pacific Islander men increased. The percentages of White men, Black men, Black women, and American Indian/Alaskan Native men decreased. **Black women, Hispanic women, Asian American/Pacific Islander women, and American Indian/Alaskan Native women are absent from this occupation in this grade grouping.**

**ELECTRONICS ENGINEERING (855)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's **increased by 2** from 119 to 121. The percentages of White women, Black women, and Hispanic men increased. The percentages of White men, Black men, Asian American/Pacific Islander men, and American Indian/Alaskan Native men decreased. **Hispanic women, Asian American/Pacific Islander women and American Indian/Alaskan Native women are absent from this occupation in this grade grouping.**

**GENERAL PHYSICAL SCIENTIST (1301)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's **increased by 18** from 385 to 393. The percentages of White women, Hispanic men, Asian American/Pacific Islander men, and Asian American/Pacific Islander women increased. The percentages of White men, Black men, Black women, and Hispanic women decreased. **American Indian/Alaskan Native men and American Indian/Alaskan Native women are absent from this occupation in this grade grouping.**

**HYDROLOGIST (1315)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's **increased by 11** from 168 to 179. The percentages of White men, Black women, and Hispanic women increased. The percentages of White women, Black men, Hispanic men, and Asian American/Pacific Islander men decreased. **Asian American/Pacific Islander women, American Indian/Alaskan Native men, and American Indian/Alaskan Native women are absent from this occupation in this grade grouping.**

**METEOROLOGIST (1340)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's **increased by 2** from 1,607 to 1,609. The percentages of Black men, Black women, Asian American/Pacific Islander women, and American Indian/Alaskan Native women increased. The percentages of White men, Hispanic men, and Asian American/Pacific Islander men decreased. There was no change in the percentages of White women, Hispanic women, and American Indian/Alaskan Native men.



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**OCEANOGRAPHER (1360)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's **decreased by 1** from 161 to 160. The percentages of Black men, Black women, Hispanic men, Hispanic women, and Asian American/Pacific Islander men increased. The percentages of White men and White women decreased. **Asian American/Pacific Islander women, American Indian/Alaskan Native men, and American Indian/Alaskan Native women are absent from this occupation in this grade grouping.**

**CARTOGRAPHER (1370)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's **increased by 1** from 41 to 42. The percentage of White men increased. The percentages of White men, Black men, Black women, and Hispanic men decreased. **Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, American Indian/Alaskan Native men, and American Indian/Alaskan Native women are absent from this occupation in this grade grouping.**

**INFORMATION TECHNOLOGY SPECIALIST (2210)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's **decreased by 35** from 540 to 505. The percentages of White men, Asian American/Pacific Islander men, and American Indian/Alaskan Native men increased. The percentages of White women, Black men, Black women, Hispanic men, Hispanic women, and Asian American/Pacific Islander women decreased. **American Indian/Alaskan Native women are absent from this occupation in this grade grouping.**

**ELECTRONICS TECHNICIAN (856)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's **decreased by 1** from 12 to 11. The percentages of White men and Hispanic men increased. The percentage of Black men decreased. **White women, Black women, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, American Indian/Alaskan Native men, and American Indian/Alaskan Native women are absent from this occupation in this grade grouping.**

**METEOROLOGICAL TECHNICIAN (1341)** - During FY 2002, the total number of employees in GS/GM 13-15 and Z's remained the same (2). **White men are the only EEO group represented in this occupation in this grade grouping.**

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**PERMANENT PROMOTIONS IN GS/GM 13-15 and Z's**

During FY 2002, there were 423 permanent promotions in grades GS/GM 13-15 and Z's. Men represent 310 (73.2%) and women represent 113 (26.7%). Black employees represent 30 (7.1%); Hispanic employees represent 7 (1.7%); Asian American/Pacific Islander employees represent 19 (4.5%); American Indian/Alaskan Native employees represent 2 (0.5%); and White employees represent 365 (86.3%) of the permanent promotions in GS/GM 13-15 and Z's.

**ACTION ITEMS 2 AND 3** are accomplished annually through participation in a variety of outreach activities.

**ACTION ITEM 2**

NOAA is the lead Federal Agency with responsibility for managing the Global Learning and Observation to Benefit the Environment Program (GLOBE). GLOBE is a world-wide network of students, teachers, and scientists working together to study, and understand the global environment. Students and teachers from over 7,000 schools in more than 80 countries are working with research scientists to learn more about the planet.

During FY 2002, GLOBE took steps to involve underrepresented groups in science, mathematics, and technology, including (a) establishing partnerships with Minority Serving Institutions (MSIs), and African-American, Latino, and Native American professional organizations, and (b) promoting GLOBE, and its international partners as a vehicle for motivating all minority students to pursue studies in science.

**ACTION ITEM 3**

During FY 2002, NOAA awarded \$63,000 to the Society for the Advancement of Chicanos and Native Americans in Science (SACNAS). The funding was used to support the K-12 Teacher Education Component of the National Conference, which included subsidizing over 100 K-12 science, and mathematics teachers from school districts with high enrollment of Hispanics/Latinos to attend the SACNAS conference.

During FY 2002, NOAA exhibited at several national conferences/conventions to provide information to students and professionals about NOAA's services, products, and employment opportunities. The purpose of attending the conferences/conventions was to solicit applications for NOAA positions, and to market NOAA as an "employer of choice".

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The conferences included the Society for the Advancement of Chicanos and Native Americans in Science Conference (October 2002), Hispanic Association of Colleges and Universities (November 2002), Society of Professional Engineers (January 2002), National Hispanic Sustainable Energy and Environment Conference (April 2002), League of United Latin American Citizens Annual Convention (June 2002), National IMAGE Conference (June 2002), U.S. Hispanic Leadership Conference (September 2002) and Blacks in Government (August 2002).

NOAA vacancy announcements were distributed to the National Association of Hispanic Masters of Business Administration (MBAs), the Society of Hispanic Professional Engineers, National Association of Hispanic Federal Executives, and the publications of Hispanics in Science and Engineering and Hispanic Business. In addition, NOAA vacancy announcements were listed in the Denver Noticiero, a compilation of positions in the Denver metropolitan area.

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**PROGRAM ELEMENT:  
WORK FORCE**

**PROBLEM/BARRIER STATEMENT:**

There is an absence of minority Schedule "C" and non-career SES Appointments.

**OBJECTIVE:**

To provide a representative workforce in Schedule C and non-career SES appointments

**RESPONSIBLE OFFICIAL:** Under Secretary, NOAA

**TARGET DATE:** FY 2002 and continuing

<b>ACTION ITEMS</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
1. Determine PATCO goals, advise managers and supervisors of representation of women and minorities, and request assistance with meeting those requirements.	Under Secretary, NOAA	9/30/03

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE**

NOAA continued its efforts to focus on the recruitment of minorities and women for non-career positions. During FY 2002, there were no Schedule "C" or non-career SES appointments made. However, when opportunities arise, every effort will be made to recruit minorities and women for these positions.

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**III. NOTEWORTHY ACTIVITIES/INITIATIVES**

**LIST NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN  
SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTIONAL  
OPPORTUNITIES FOR MINORITIES AND WOMEN.**

Highlighted below are special initiatives, as well as activities that NOAA participated in during FY 2002 for improving employment and advancement opportunities for minorities and women.

**NOAA GRADUATE SCIENCES PROGRAM**

The NOAA Graduate Sciences Program is a developmental staffing program designed to recruit women and minorities into scientific NOAA mission-related occupations.

- The Program provides entry level employment opportunities, and career development to qualified undergraduate students who possess degrees in Engineering, Biology, Chemistry, Mathematics, Physics, Physical Science, Computer Science, or Geography.
- Students participate in a one year developmental on-the-job experience, and structured classroom training in Meteorology, Hydrology, Cartography, Oceanography, Marine/Fishery Biology, Physical Science, or Physics.
- NOAA pays the salary, full tuition, travel expenses, and housing allotment for each participant enrolled at an identified college/university.

During FY 2002, NOAA selected five (5) students for the programs. Of the five participants, there were 3 Black men, 1 Black woman, and 1 White woman.

**NOAA LEADERSHIP COMPETENCIES DEVELOPMENT PROGRAM (LCDP)**

The Leadership Competencies Development Program (LCDP), which is now NOAA-wide, develops better leaders within NOAA through training, education, and development within and across organizational lines. It provides a framework for developing future senior leaders with NOAA-wide capability. It also fosters an environment that nurtures a shared understanding of NOAA, its mission, vision, and objectives.

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The initial implementation of the LCDP had been so successful, senior management from each line/Staff Office agreed to corporately support this program.

The LCDP will:

- Create a stronger corporate NOAA.
- Strengthen corporate perspectives.
- Provide a broader understanding and experience of the organization as a whole.
- Enable leaders to assume broader responsibility in an increasingly complex environment.
- Expand substantive knowledge of NOAA's mission.
- Strengthen communication in and across NOAA.
- Provide an experience that allows one to value diversity in the workforce.

In light of these objectives, several of the NOAA Line Offices are pursuing initiatives with the goals of preparing NOAA employees to compete in the recruitment search to fill senior level/executive vacancies, and in the process, create better employees who possess exceptional leadership skills within the organization. The following NOAA organizations are participating in this initiative:

2002 - Office of Oceanic & Atmospheric Research (OAR)  
2002 - National Environmental Satellite, Data and Information Service (NESDIS)  
2002 - National Ocean Service (NOS)  
2002 - National Marine Fisheries Service (NMFS)  
2002 - NOAA Marine and Aviation Operations (NMAO)  
2002 - NOAA Finance and Administration (NFA)  
2002 - National Weather Service (NWS)

The LCDP program provides training and a series of developmental experiences for individuals who have high potential for assuming executive level leadership responsibilities in scientific and administrative positions the organization will fill over the next three to five years. The program will be completed over an 18 to 24 month period, and includes a 360 degree analyses, individual development plans (IDPs), formal training, career broadening rotational assignments, and a formal mentoring program. Applicants must have experience at the GS-13 through GS-15 levels, and/or pay band IV and V. Cost is estimated at \$15,000 per participant.

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During FY 2002, there were 26 participants in the program. The EEO groups identified by the participants were as follows: 14 White men, 5 White women, 1 Black man, 1 Black woman, and 1 Hispanic woman. The EEO groups of 4 participants were not available.

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National Oceanic and Atmospheric Administration (NOAA)

United States Department of Commerce

**NAME OF ORGANIZATION**

Herbert C. Hoover Building, 14th & Constitution Avenue, N.W., Washington, DC 20230

**ADDRESS OF ORGANIZATION**

**ORGANIZATIONAL LEVEL:** AGENCY ☐ MOC ☒ REGION ☐  
COMMAND ☐ INSTALLATION ☐ HEADQUARTERS ☐

**NUMBER OF EMPLOYEES COVERED BY PLAN:** TOTAL 11,930

Michelle T. Moore

(301) 713-0500

**NAME OF CONTACT PERSONS PREPARING FORM    TELEPHONE NUMBER**

Alfred A. Corea, Director, Civil Rights Office

**NAME AND TITLE OF PRINCIPAL EEO OFFICIAL**

**SIGNATURE OF PRINCIPAL EEO OFFICIAL**

**DATE**

**CERTIFIES THAT THIS PLAN IS IN COMPLIANCE WITH EEO-MD-714**

Captain Richard R. Behn

Executive Director to the Deputy Under Secretary

**NAME AND TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL**

**SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL**

**CERTIFIES THAT THIS PLAN IS IN COMPLIANCE WITH EEO-MD-714**



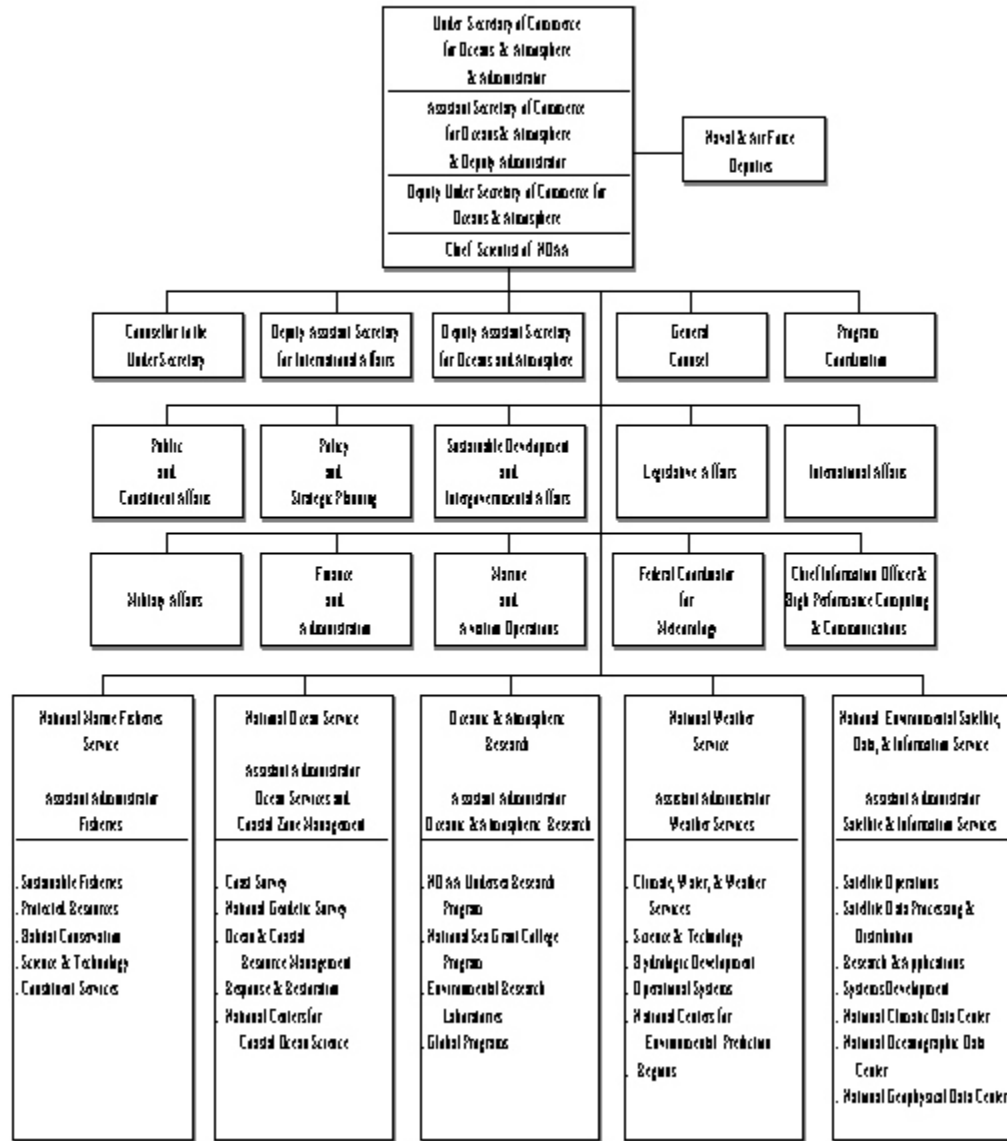
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**ORGANIZATIONAL CHART**

**U.S. DEPARTMENT OF COMMERCE  
NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION**

Exhibit 1 to  
DOO 25-5



NOAA-2002-01

As of 8/01/02

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**ANTICIPATED HIRES**

According to the Department of Commerce, Office of Civil Rights' instructions for preparing the FY 2002 Affirmative Employment Program Plan Accomplishment Report and FY 2003 Plan Update for Minorities and Women, dated September 17, 2002, NOAA is required to report the total anticipated FY 2003 hires.

**UPDATE**

The NOAA Human Resources Management Office projects a total of 934 hires for FY 2003.

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**REPORT OF OBJECTIVES AND ACTION ITEMS**

**PROGRAM ELEMENT:**  
**RECRUITMENT AND HIRING**

**PROBLEM/BARRIER STATEMENT:**

Minorities and Women are not adequately represented in NOAA's mission-related occupations.

**OBJECTIVE:**

To improve the representation of minorities and women in NOAA's mission-related occupations.

**RESPONSIBLE OFFICIALS:** See Below.

**TARGET DATE:** FY 2002 and Continuing

<b>ACTION ITEMS</b>	<b>RESPONSIBLE OFFICIALS</b>	<b>TARGET DATE</b>
1. Conduct targeted recruitment activities for underrepresented EEO groups in NOAA's mission-related occupations. <b>*(Please Note: the EEO groups identified are severely underrepresented in these occupations)</b>	All Line/Staff/Program Office Directors; Human Resources Management Office (Headquarters)	9/30/03 Continuing*
2. Identify recruitment sources (minority and women organizations, educational institutions) which can provide applicants for job opportunities.	Line Office EEO Program Managers; HRMO Staff	9/30/03 Continuing*
3. Attend and participate in career fairs, recruitment opportunities, other outreach, and community activities. HRMO Staff will solicit candidates for positions.	Line Office EEO Program Managers; HRMO Staff	9/30/03 Continuing*

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**\*Severely underrepresented (absent) EEO groups have been identified in each mission-related occupation.**

**GENERAL ENGINEERING (800)**

Target recruitment activities for \*Black women\*Hispanic women, \*Asian American/Pacific Islander women, and \*American Indian/Alaskan Native women.

**ELECTRONICS ENGINEERING (855)**

Target recruitment activities for \*Hispanic women, and \*American Indian/Alaskan Native women.

**GENERAL PHYSICAL SCIENTIST (1301)**

Target recruitment activities for \*American Indian/Alaskan Native women.

**HYDROLOGIST (1315)**

Target recruitment activities for \*American Indian/Alaskan Native men.

**OCEANOGRAPHER (1360)**

Target recruitment activities for \*American Indian/Alaskan Native men and \*American Indian/Alaskan Native women.

**CARTOGRAPHER (1370)**

Target recruitment activities for \*Hispanic women and \*American Indian/Alaskan Native men.

**INFORMATION TECHNOLOGY SPECIALIST (2210)**

Target recruitment activities for \*American Indian/Alaskan Native women.

**ELECTRONICS TECHNICIAN (856)**

Target recruitment activities for \*Hispanic women and \*American Indian/Alaskan Native women.

**METEOROLOGICAL TECHNICIAN (1341)**

Target recruitment activities for \*American Indian/Alaskan Native women.

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**PROGRAM ELEMENT:**  
**RECRUITMENT AND HIRING**

**PROBLEM/BARRIER STATEMENT:**

Minorities and Women are not adequately represented at the GS/GM 13-15 grade levels in NOAA's mission related occupations.

**OBJECTIVE:**

To improve the representation of Minorities and Women at the GS/GM 13-15 grade levels in NOAA's mission-related occupations

**RESPONSIBLE OFFICIALS:** See Below.

**TARGET DATE:** FY 2002 and Continuing

<b>ACTION ITEMS</b>	<b>RESPONSIBLE OFFICIALS</b>	<b>TARGET DATE</b>
1. Conduct targeted recruitment activities for underrepresented EEO groups at the GS/GM 13-15 grade levels in our mission-related occupations. <b>*(Please note: the EEO groups identified are severely underrepresented in these occupations.)</b>	Assistant Administrators; Directors, Human Resources Management Offices; Headquarters and ASCs	9/30/03* Continuing
2. Provide mid-level training opportunities to employees at the GS-12 grade level in mission-related occupations.	Assistant Administrators	9/30/03* Continuing
3. Participate in graduate and post-graduate intern programs to develop a diverse pool of candidates for mission-related occupations.	Assistant Administrators; Directors, Human Resources Management Offices	9/30/03* Continuing

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**\*Severely underrepresented (absent) EEO groups have been identified in each mission-related occupation at the GS-13-15 grade levels.**

**FISHERY BIOLOGIST (482)**

Target recruitment for \*Black women and American Indian/Alaskan Native women.

**GENERAL ENGINEERING (800)**

Target recruitment activities for \*Black women \*Hispanic women, Asian American/Pacific Islander women and \*American Indian/Alaskan Native women.

**ELECTRONICS ENGINEERING (855)**

Target recruitment activities for \*Hispanic women, \*Asian American/Pacific Islander women and \*American Indian/Alaskan Native women.

**GENERAL PHYSICAL SCIENTIST (1301)**

Target recruitment activities for \*American Indian/Alaskan Native men and \*American Indian/Alaskan Native women.

**HYDROLOGIST (1315)**

Target recruitment activities for \*Asian American/Pacific Islander women, \*American Indian/Alaskan Native men, and \*American Indian/Alaskan Native women.

**OCEANOGRAPHER (1360)**

Target recruitment activities for \*Asian American/Pacific Islander women, \*American Indian/Alaskan Native men, and \*American Indian/Alaskan Native women.

**CARTOGRAPHER (1370)**

Target recruitment activities for \*Hispanic women, \*Asian American/Pacific Islander men, \*Asian American/Pacific Islander women, \*American Indian/Alaskan Native men, and \*American Indian/Alaskan Native women.

**INFORMATION TECHNOLOGY SPECIALIST (2210)**

Target recruitment activities for \*American Indian/Alaskan Native women.

**ELECTRONICS TECHNICIAN (856)**

Target recruitment activities for \*White women, \*Black women, \*Hispanic women, \*Asian American/Pacific Islander men, \*Asian American/Pacific Islander women, \*American Indian/Alaskan Native men, and \*American Indian/Alaskan Native women.



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**\*Severely underrepresented (absent) EEO groups have been identified in each mission-related occupation at the GS-13-15 grade levels (con't).**

**METEOROLOGICAL TECHNICIAN (1341)**

Target recruitment activities for \*White women, \*Black men, \*Black women, \*Hispanic men, \*Hispanic women, \*Asian American/Pacific Islander men, \*Asian American/Pacific Islander women, American Indian/Alaskan Native men, and \*American Indian/Alaskan Native women.

## **A P P E N D I C E S**

# AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

## GLOSSARY

**Action Item:** A step which has been identified to be taken towards achieving objectives documented in the Accomplishment Report of Objectives and Action Items.

**Civilian Labor Force Data:** People, age 16 or older, who are employed or seeking employment. These statistics exclude those in the Armed Forces. Civilian labor force data are published on a nation-wide basis, and also by locality (referred to as **Standard Metropolitan Statistical Area**).

**EEO Groups:** White men, White women, Black men, Black women, Hispanic men, Hispanic women, American Indian/Alaskan Native men, American Indian/Alaskan Native women, Asian American/Pacific Islander men, and Asian American/Pacific Islander women.

**Employee:** Either a full-time or part-time member of the agency's work force who is employed on a **permanent** basis. This term does not include those individuals hired under temporary or intermittent appointments.

**Fiscal Year:** The reporting period from October 1 of one year to September 30 of the following year.

**Mission related occupations:** These are occupations with 100 or more employees.

**N.E.C.:** Not elsewhere classified.

**Occupational Categories:** These are the major employment categories for white-collar and wage board pay systems. They are classified into the following six groups: **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue-Collar** (often referred to by the acronym PATCOB).

**Underrepresentation:** This situation occurs when an EEO group constitutes a smaller percentage for a given occupation or occupational category, in proportion to the group's percentage representation in the applicable civilian labor force. **Severe underrepresentation** manifests itself when an EEO group is absent from an employment category. (Term is synonymous with manifest imbalance.)